

OGC Has Reviewed

Chief of Logistics

24 May 1954

Chief, Procurement Division

Delegation of Authority

1. The delegation of authority granted to this Division on 6 November 1952 (Tab A) is considered inadequate for the proper execution of procurement documents. Revised drafts have been worked out with the Management Improvement Staff (Tab B); however, recent personnel changes, and the reorganization now underway, have created the requirement for certain changes which are reflected in Tab C, new proposed delegation of authority.

2. It is recommended that Tab C be :

a. Approved for inclusion in the Logistics Instructions on delegations of authority, and

b. Addressed to this Division so that the functions authorized therein can be exercised pending issuance of the Logistics Instruction.

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Concur:

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Assistant General Counsel

LO/PD/AS:rms (24 May 1954)

Distribution:

- 1 - PD Authorization 2
- 1 - ACP
- 1 - General Counsel
- ✓ 1 - Admin. Staff/LO

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TAB-D.

7. PROCUREMENT DIVISION**a. Chief, Procurement Division (or in his absence to the Deputy Chief).**

- (1) As Contracting Officer, to execute all types of procurement documents when the amount of an individual procurement document, including amendments thereto, does not exceed \$200,000.00. When an alias is used, each basic contractual document will require the prior approval of the Chief of Logistics.
- (2) To obtain from the Comptroller advances of Confidential Funds up to \$25,000.00 for use in the Special Purchase Branch, and to approve reports of accountings and expenditures thereof.

b. Chief, Contract Branch

- (1) As Contracting Officer to execute all contracts with commercial suppliers when the amount of an individual contract, including amendments thereto, does not exceed \$50,000.00. (When an alias is used each basic contract will require prior approval of the Chief of Logistics.)

c. Chief, Special Purchase Branch

- (1) To obligate and expend monies in accordance with Agency Regulations No. [] and with the Confidential Funds Regulations, and carry out all administrative functions necessary to accomplish procurement thereunder.

d. Chief, Purchase Order Branch

- (1) As Contracting Officer, to execute all purchase orders with commercial suppliers when the amount of an individual purchase order, including amendments thereto, does not exceed \$2,000.00.
- (2) As Petty Cash Officer, to obtain from the Comptroller a revolving fund not to exceed \$1,000.00 for small purchases of items which cannot be obtained from Agency stocks, provided that a purchase from one vendor at one time does not exceed \$50.00, and provided that such purchases are made in compliance with regulatory provisions pertaining to Petty Cash.
- (3) To execute all procurement documents not in excess of \$50,000.00 issued to:

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- (a) The Public Printer
 - (b) Federal Prisons Industries, Inc.
 - (c) Department of Correction for the District of Columbia
 - (d) Blind-Made Products
 - (e) General Services Administration (Stock Items)
 - (f) Contractors under the Federal Schedule of Supplies,
GSA
 - (g) Post Office Department
- e. Chief, Military Purchase Branch
- (1) To execute all documents of procurement from the Departments of the Army, Navy, and Air Force not to exceed \$50,000.00.

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